



# OVW

## Safe Havens: Supervised Visitation and Safe Exchange Grant Program

---

### Fiscal Year 2005 Solicitation

LETTER OF INTENT DEADLINE:  
**February 10, 2005**

GMS REGISTRATION DEADLINE:  
**February 24, 2005**

APPLICATION DEADLINE:  
**March 10, 2005**

**U.S. Department of Justice  
Office on Violence Against Women**  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

**John Ashcroft**  
Attorney General  
U.S. Department of Justice

**Diane Stuart**  
Director  
Office on Violence Against Women

Department of Justice Response Center  
1-800-421-6770

TTY  
202-307-2277

Office on Violence Against Women  
[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)

Safe Havens: Supervised Visitation and Safe Exchange Grant Program  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)

## **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

## **About the Safe Havens: Supervised Visitation and Safe Exchange Grant Program**

The Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program) provides an opportunity for communities to support the supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. Studies have shown that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive situation.<sup>1</sup> Even after separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical, and/or psychological abuse on victims and their children. Visitation and exchange services provided through the Supervised Visitation Program should reflect a clear understanding of the dynamics of domestic violence, sexual assault, stalking, the impact of domestic violence on children, and the importance of holding offenders accountable for their actions.

## **Availability of Funds**

**The ability of OVW to make awards under the Supervised Visitation Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.**

### **Award Period**

The award period for these grants will be 24 months. Budgets must reflect 24 months of project activity.

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project cost. Applicants for the Supervised Visitation Program may apply for up to \$120,000 for planning projects, \$350,000 for implementation projects and \$750,000 for state implementation projects.

---

<sup>1</sup> Jaffe, P.G., "Children of Domestic Violence: Special Challenges in Custody and Visitation Dispute Resolution." In J. Carter, C. Heisler, & M. Runner (Eds.), *Domestic Violence and Children: Resolving Custody and Visitation Disputes, A National Judicial Curriculum* (San Francisco: Family Violence Prevention Fund), pp. 22-30.

## Letter of Intent

All applicants who intend to apply for FY 2005 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix E), to OVW by **February 10, 2005**. You may fax the letter to OVW at 202-514-5818. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 10, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS **by February 24, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy of the application must be sent to Aspen Systems Corporation via overnight delivery no later than **March 10, 2005**. We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applications received after the deadline will not be accepted for review.

Please refer to the "How to Apply" section on pages 18-19 of this solicitation for further instructions.

## Program Eligibility

By statute, grants under the Supervised Visitation Program may be awarded to **states,<sup>2</sup> Indian tribal governments, and units of local government** that propose to enter into or expand the scope of existing contracts and cooperative agreements with public or private nonprofit entities to provide supervised visitation and safe visitation exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault, or stalking. All applicants are required to enter into a collaborative working relationship with state or local courts **and** a faith-and/or community-based nonprofit, nongovernmental domestic violence or sexual assault victim organization that represent the views and concerns of domestic violence and sexual assault victims.

### Units of Local Government

For the purposes of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not**

---

<sup>2</sup> For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

considered units of local government for the purposes of this grant program. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to the OVW for funding support.

### **Indian Tribes**

For the purposes of this Program, ***Indian tribe*** is defined as any tribe, band, nation, or other organized community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b(e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

### **Types of Applicants**

In FY 2005, OVW will accept applications for the Supervised Visitation Program from both current grantees and new applicants.

There are two types of grants for which applicants may choose to apply from: implementation or planning grants. Applicants may only apply for one type of grant; however either type may address the Special Interest Category (see page 7). This should be reflected in the summary data sheet.

### **Implementation Grants**

Implementation grants may be awarded to assist applicants with the initial implementation of a supervised visitation center or to enhance and improve the services of an existing center. **States are eligible to apply for multi-jurisdictional implementation funding. However, multi-jurisdictional state initiatives must meet statutory and program requirements for each jurisdiction involved in the project.**

Implementation funds may be used for, but are not limited to, the following activities:

- Establishing supervised visitation and safe exchange services to meet a demonstrated need;
- Strengthening and enhancing existing program operations;
- Expanding center services;
- Funding innovative “pilot programs;”
- Establishing statewide training and technical assistance projects;
- Increasing center staff;
- Enhancing security; and
- Developing training for staff and volunteers.

### **Planning Grants**

Planning grants may be awarded to assist applicants with the planning and development of a supervised visitation project.

Planning funds may be used for, but are not limited to, the following activities:

- Funding a project coordinator;
- Coordinating and conducting planning meetings;
- Establishing collaborative partnerships;
- Developing a strategic plan for establishing visitation and exchange services;
- Developing standards and protocols; and
- Visiting model centers in other jurisdictions.

## **Program Scope**

The scope of the Supervised Visitation Program is defined by the following statutory considerations and minimum requirements. Applicants must address these considerations and requirements in the Project Narrative section of the application.

### **Statutory Considerations**

The following statutory considerations will be taken into account when awarding grants:

- The number of families to be served by the proposed visitation programs and services;
- The extent to which the proposed supervised visitation programs and services serve underserved populations;<sup>3</sup>
- The extent to which the applicant demonstrates cooperation and collaboration with non-profit, nongovernmental entities in the local community served, including the state or tribal domestic violence coalition, state or tribal sexual assault coalition, faith-and/or community-based shelters, and programs for domestic violence and sexual assault victims; and
- The extent to which the applicant demonstrates coordination and collaboration with state and local court systems, including mechanisms for communication and referral.

### **Minimum Requirements**

By statute, all applicants for the Supervised Visitation Program must:

- Demonstrate expertise in the area of family violence, including the areas of domestic violence or sexual assault, as appropriate;
- Ensure that any fees charged to individuals for use of programs and services are based on the income of those individuals, unless otherwise provided by court order;
- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, are in place for the operation of supervised visitation programs and services or safe visitation exchange; and
- Prescribe standards by which supervised visitation or safe visitation exchange will occur.

---

<sup>3</sup> The term “underserved populations”, as defined in section 2008 of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796gg-2), includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the state planning process in consultation with the Attorney General.

By statute, grant funds may only be used to support project activities that increase options for supervised visitation and safe exchange by and between parents. Therefore, grant funds may **not** be used to support supervised visitation and monitored exchanges of children in foster care, kinship care, or protective supervision.

### **Special Interest Category**

OVW recognizes the unique needs of diverse and underserved communities for supervised visitation centers. Therefore, OVW is especially interested in receiving applications that include creative, innovative and effective measures for addressing supervised visitation in underserved communities. For example, a supervised visitation center that is located in, on, or near a tribal community could develop services that are culturally sensitive to the needs of that community. In some communities, English is a second language for many; therefore, a supervised visitation center could develop services to address the special needs of that community.

### **Activities that May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Mediation, alternative dispute resolution, or family counseling as a response to domestic violence, sexual assault, or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behaviors; and
- Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.

### **Review Process**

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the application proposes significant activities that may compromise victim safety (see page 7); and

- Whether the proposed budget is within the established limits (see page 3).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 9-10 for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of experts on supervised visitation, domestic violence, child abuse, sexual assault, and stalking in the Native American Community. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (60 points for Narrative, 20 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

### **Application Content**

Applicants must complete each of the following sections as part of their proposals.

**Applicants will not be contacted for missing sections or incomplete information.**

**OVW may remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the

corresponding maximum point value that may be assigned during the review process.

The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be

considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x 11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page each for Summary Data Sheet and Abstract
- ☐ No more than 5 pages for Status of the Project (if applicable)
- ☐ No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

### **DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.**

Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

### **Application for Federal Assistance**

#### **(SF-424)**

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.527 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

### **Summary Data Sheet:**

The summary data sheet should include the following information:

- Legal Name of the applicant;
- Contact information, including an email address for the project director or primary person to be contacted on matters involving the application; and
- Name, address, phone number, and fax number for the visitation center(s) involved in the project.
- Whether the applicant is applying for a planning or implementation grant.

### **Abstract/Proposal Summary:**

A project abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe the project goals and objectives. Abstracts will be reviewed by the peer review panels according to the following criteria:

- Concise description of the project
- Accuracy in summarizing the Project Narrative

### **Status of the Current Project:**

**Applicants for continuation funding only. This section will be reviewed internally by OVW staff.** This section should be provided on a separate page and should be as clear and succinct as possible.

State what has been accomplished with previous funding under the Supervised Visitation Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;

- The status of any project products;
- Any unanticipated obstacles to project implementation.

**The application may receive a deduction in points based on the criteria listed below:**

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Supervised Visitation Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

**Project Narrative (not to exceed 20 pages):**

The narrative should include the following (totaling 60 points). (Refer to Statutory Considerations on Page 6):

**Need for the Project: 10 points**

This section should describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current and detailed information when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

**What Will be Done: 30 points**

**Planning grant applicants** should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified need, the issues to be addressed during the planning process, and the expected outcomes. Applicants for

planning grants should provide detailed information on the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each goal and objective, and include a timeline that identifies when those activities will be accomplished. **Applicants should also include a letter signed by the Authorizing Official certifying that the planning project will be developed to meet the minimum requirements of the grant program. (See minimum requirements on page 6)**

**Implementation grant applicants** should submit a statement describing how the proposed collaborative project would assist the jurisdiction in addressing the identified need. Applicants for implementation grants should provide detailed information on the project goals and objectives, mechanisms for referral, a description of the specific tasks and activities of each collaborative partner, and include a timeline that identifies when the project activities will be accomplished. In addition, the applicants must include a description of services currently offered by the existing program and how these services will be enhanced by the proposed collaborative project.

**Program Specifications:**

Applicants for implementation grants should submit a detailed description of the proposed visitation and exchange center. This description should include information on the following program specifications:

- The purpose of the visitation center and how it reflects an understanding of the impact of domestic violence, child abuse, sexual assault and stalking on families;
- Scope of proposed visitation and exchange services;
- Types of families to be served by the project;
- Hours of operation;
- Program Security;
- Record keeping and confidentiality;
- Referral process;
- Intake procedures;
- Fee protocols;
- Proposed level of staffing;
- Job descriptions and resumes for key staff (this information should be appended to the application);
- Training requirements for staff and volunteers; and
- Compositions and role of existing or proposed advisory committee (see description of required Advisory Committee on pages 15-16).

In addition to the above criteria, this section will also be rated on the following:

- The extent to which the application clearly demonstrates continued development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, child abuse, sexual assault, or stalking;
- The extent to which the application addresses the minimum requirements of the Supervised Visitation Program;

- The extent to which the application clearly describes the community to be served, including the diverse, traditionally underserved populations of victims of domestic violence, child abuse, sexual assault, or stalking;
- The extent to which the proposed project activities reflect sound development and thoughtful innovation; and
- The planning, development and implementation strategy; the organization and staff capability; the project components; and the general timeline are clearly described.

#### **Who will Implement the Project: 10 points**

Applicants are required to coordinate with state or local courts and nonprofit, nongovernmental domestic violence and/or sexual assault victim service programs. Applicants must identify the local court and faith- and/or community-based victim services program(s) partnering on the proposed project and all other project partners, and specify their respective roles and responsibilities.

#### **Sustainability Plan: 10 points**

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Supervised Visitation Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

#### **Budget Detail Worksheet and Narrative: 20 points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all projects-related cost. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget **must** include compensation for all services rendered by project partners, including faith- and community- based nonprofit, non-governmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

## Budget Caps

The following award limits are firm and apply even to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

Tribal Planning Projects	\$120,000
Tribal Implementation Projects	\$350,000
Local Planning Projects	\$120,000
Local Implementation	\$350,000
State Planning Projects	\$120,000
State Implementation Projects	\$750,000

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with application prior to award of a grant.

## Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds (\$20,000 for local and tribal projects, and \$30,000 for statewide projects), to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “*travel*” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

A Sample Budget Detail Worksheet is included in Appendix C of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

**Memorandum of Understanding (MOU): 20 points**

Each application **must include**, as an attachment, a current (i.e., signed and dated in calendar year 2005) Memorandum of Understanding (MOU) developed and signed by the chief executive officer(s) and/or director(s) of all relevant agencies participating in project development or implementation, (e.g., law enforcement, prosecutors, and probation); nonprofit, nongovernmental domestic violence victim organizations, including faith-based or community organizations that represent the views and concerns of domestic violence victims; and other community agencies or organizations that will collaborate to implement the proposed project. Please refer to Appendix B for a sample MOU.

**The MOU must do the following:**

- Identify the partners and provide a brief history of collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may **not** be submitted in lieu of the MOU. Only applicants for planning grants may submit Letters of Intent to Collaborate in lieu of an MOU.

All applicants are required to enter into formal collaborations with state or local courts and a nonprofit, non-governmental organization serving victims of domestic violence and/or sexual assault. Faith-and/or Community-based domestic violence victims and/or advocates must be involved in the development and implementation of the proposed project. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with faith- and/or community-based nonprofit, non-governmental domestic violence, and/or sexual assault victim services program.

The faith- and/or community-based non-profit, non-governmental domestic violence and/or sexual assault victim services program should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- Reflect an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion;
- Address a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

**Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

**NOTE:** If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

**Anti-Lobbying Act**

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

**Certification of Nonsupplanting**

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to 202-354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix D for a sample letter.

### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

### **Additional Program Requirements**

#### **Technical Assistance**

Grant recipients are required to work collaboratively with staff from OVW, the primary Supervised Visitation Program technical provider, and other OVW-designated technical assistance contractors. Grant recipients will be asked to identify advocates from local domestic violence victim service programs, law enforcement officers, prosecutors, judges, and other representatives from the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel cost associated with these activities.

#### **Consulting Committee**

Visitation programs that serve families with a history of domestic violence, child abuse, sexual assault, and stalking should develop formal affiliations with organizations that will be available to provide services and consultation to the programs in their work with children and parents. Applicants must establish a consulting committee, which includes experts in the following fields: child abuse and neglect, mental health, substance abuse, counseling, batterers' intervention, law enforcement, child protection services, and advocacy for victims of domestic violence and sexual assault.

#### **Performance Measurements**

There are three statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. Third, VAWA 2000 requires the Attorney General to report annually to Congress on services funded by the Supervised Visitation Program and other related matters. To address these statutory requirements, OVW has developed a Supervised Visitation Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of supervised visitation and exchange centers supported by the program;
- The number of supervised visits between parents and children;
- The number of individuals served by visitation and exchange programs;
- The number of supervised exchanges between parents and children;
- The number of individuals denied services by visitation and exchange programs;
- The number of underserved individuals served by visitation and exchange programs;
- The number of underserved individuals denied services by visitation and exchange programs;

- The number of parental abduction cases in a judicial district served by visitation and exchange programs;
- The type of problems that underlie the need for supervised visitation and exchange;
- Safety and security problems that occur during supervised visitation;
- The number of visitations and exchanges ordered by civil, criminal, juvenile, or family courts; and
- The process by which children or abused partners are protected during visitation and exchanges.

### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### **OJP Financial Guide**

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

### **Suspension or Termination of Funding**

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

The requirements of VAWA and statutory objectives of Supervised Visitation Program; Timely submission of quarterly Financial Status Reports; Timely submission of semi-annual Progress Reports; The regulations and/or guidelines issued for the Supervised Visitation and any other regulations applicable to OVW grantees; or The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was

sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:  
**<http://www.whitehouse.gov/omb/grants/spoc.html>**.

### **Faith-Based Organizations**

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

## How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix A the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- The SF-424;
- Certifications and Assurances;
- The project abstract and project narrative; and
- The budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax 202-354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU
- A current Indirect Cost Rate Agreement
- Letter certifying project will be developed to meet statutory requirements (planning grant applicants only)
- Letter(s) of intent to collaborate (planning grant applicants only)

**Note: The Catalog of Federal Domestic Assistance number for the Supervised Visitation Program is 16.527.**

**The application number must be included on the cover page of all faxes.** Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by March 10, 2005 to:**

**Safe Havens: Supervised Visitation and Safe Exchange Grant Program  
Aspen Systems Corporation  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850**

**Application Due Date**

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 10, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to 202-354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **March 10, 2005**. The hard copy original must be sent to OVW via overnight delivery not later than **March 10, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **February 24, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

**For additional information, please contact the Office on Violence Against Women at (202) 307-6026.**

---

# APPENDIX A

---

## **Step-by-Step Guide to OJP's Grants Management System**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.527, titled Safe Havens: Supervised Visitation and Safe Exchange Grant Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to **<https://grants.ojp.usdoj.gov>**. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 9:00 p.m. ET on March 10, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by February 24, 2005.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

### **Step 1: Signing On**

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

### **Step 2: Registering on GMS/Selecting the Program**

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "Safe Havens: Supervised Visitation and Safe Exchange Grant Program" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

### **Step 3: Completing the Overview Information**

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

### **Step 4: Completing the Applicant Information**

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

### **Step 5: Completing the Project Information**

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

### **Step 6: Uploading Attachments**

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats:

Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

*Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.*

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

### **Step 7: Completing the Assurances and Certifications**

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

### **Step 8: Reviewing the SF-424**

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to 202-307-3911. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the "How to Apply" section.

---

## APPENDIX B

---

### Sample Memorandum of Understanding

## **SAMPLE MEMORANDUM OF UNDERSTANDING**

The County of \_\_\_\_\_ is the lead Safe Havens: Supervised Visitation and Safe Exchange Grant Program applicant, and supports the Local Supervised Visitation Center (LSVC). The County of \_\_\_\_\_ enters into a Memorandum of Understanding (MOU) with the Community Domestic Violence Agency (CDVA), LSVC and the local court system.

### **I. History of Relationship**

The Local Supervised Visitation Center began collaborating with the Community Domestic Violence Agency in 1999. The LSVC and CDVA Directors met regularly to discuss the provision of visitation services to victims of domestic violence. Throughout this relationship, CDVA provided training for LSVC staff and volunteers in the following areas: recognizing signs of domestic violence; methods and strategies for working with victims of domestic violence; and, domestic violence's potential impacts on children and the battered person. LSVC accepts referrals from CDVA and the local court system for women in need of supervised visitation services. Additionally, the LSVC and CDVA Directors continue to meet on a monthly basis to develop a comprehensive plan for building a larger collaboration focused on supporting domestic violence response and supervised visitation.

The partnering organizations' ultimate goal is the protection of domestic violence victims and their children in all settings. As a result, LSVC and CDVA are striving to develop an expanded collaboration including child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates, families, and community groups. The LSVC and CDVA Directors have identified the local court system as a partner, and a court representative has begun attending their monthly planning meetings. The group's immediate goal is to develop an awareness and understanding among the potential collaborators of the unique circumstances surrounding supervised visitation in cases of domestic violence.

### **II. Development of Application**

Discussions regarding the collaborative effort that is proposed in the application and detailed in this Memorandum began in earnest in June, 2000. During their regular monthly meetings, the agency directors and court representative discussed the elements of the application and the appropriate roles for each partner. The LSVC Director met with center staff to develop a grant application response. This draft was supplemented with key judicial and CDVA staff recommendations. The LSVC Director also conducted an independent study of

similar supervised visitation programs in other jurisdictions. This information enhanced the quality of proposed programmatic elements. Additionally, the Directors discussed the application process and expectations with the potential members of the evolving collaboration. These representatives provided input in the initial development phase and feedback throughout the process. Recent meetings among the Executive Directors, County representatives and local court representatives have led to the agreement reflected in this Memorandum and the submission of the grant application.

### **III. Roles and Responsibilities**

#### ***Community Domestic Violence Agency***

The CDVA Executive Director will provide co-leadership with the Director of the LSVC for all non-administrative duties related to developing a cross-agency collaboration among the child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates and community groups.

The CDVA training staff will provide up to three domestic violence awareness training sessions per year to the LSVC. Additional collaboration members will be invited to participate in these sessions.

Refer all domestic violence victims with children in need of supervised visitation or exchange services to LSVC and follow-up on the outcome of the referrals.

Promote training/education of local law enforcement agencies and court representatives regarding domestic violence issues and supervised visitation. The CDVA may enter into agreements with these agencies as to the number of training sessions to be provided.

#### ***Supervised Visitation Center***

Dedicate X number of staff and volunteers to providing supervised visitation services to families impacted by domestic violence, child abuse, sexual assault and stalking.

Provide facilities (e.g. rooms, enclosed playground, etc.) for the program service objectives.

The Director will support the growth of the collaborative effort, and supervise all LSVC activities. Additionally, the Director will submit program evaluation information to local and national evaluators as required by the grantor.

Submit financial documentation for accounting as needed.

Maintain the confidentiality of individuals and families using the LSVC's services.

### ***Local Court System***

**Submit referrals and relevant case information to LSVC, and follow-up on the outcome of the referrals.**

**Provide training for collaboration partners on the legal system and its role in working with victims of domestic violence, child abuse, sexual assault and stalking.**

**Continue to designate a representative and alternate representative to participate in the collaboration meetings.**

***County of* \_\_\_\_\_**

**The County will act as the fiscal agent for the grant project and ensure compliance with the reporting requirements of the Office on Violence Against Women. Additionally, the County will support the collaboration efforts of the project by providing a conference room for monthly partner meetings.**

### **IV. Time Line**

**The roles and responsibilities described above are contingent on the LSVC receiving the funds requested for this project in the OVW grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be MM/DD/YY through MM/DD/YY.**

### **Approval**

**We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.**

**By \_\_\_\_\_  
Director, Supervised Visitation Center  
Violence Agency**

**Date \_\_\_\_\_**

**By \_\_\_\_\_  
Director, Community Domestic**

**Date \_\_\_\_\_**

**By \_\_\_\_\_  
County Official**

**Date \_\_\_\_\_**

**By \_\_\_\_\_  
Local Court Representative**

**Date \_\_\_\_\_**

---

## **Appendix C**

---

## Sample Budget Detail Worksheet

# ***SAMPLE* REVISED 12/18/2004**

## **Budget Detail Worksheet: Local or Tribal Implementation Grant**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24-month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Director	$(\$60,000 \times 100\% \times 2)$	\$120,000
3 Visitation Monitors	$(\$25,000 \times 50\% \times 2 \times 3)$	\$ 75,000
	<b>TOTAL</b>	<b><u>\$195,000</u></b>

The Project Director will oversee all supervised visitation center(s) activity, provide supervision to the visitation monitors, and conduct case reviews on a monthly basis with project staff. The Project Director is also responsible for developing funding for the center. This individual will write monthly case reports and updates to be sent to judicial oversight committees. Visitation monitors will be present during child exchanges and visits between non-custodial parents and children. They will record details of the interactions between visiting family members, and submit that information to the Project Director.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	$\$195,000 \times 7.65\%$	\$14,918
Retirement	$\$195,000 \times 6\%$	\$11,700
Health Insurance	$\$195,000 \times 12\%$	\$23,400
Workman's Compensation	$\$195,000 \times 1\%$	\$ 1,950
Unemployment Compensation	$\$195,000 \times 1\%$	\$ 1,950
	<b>TOTAL</b>	<b><u>\$53,918</u></b>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	(\$560 x 4 people x 6 trips)	
				\$13,440
		Hotel	(\$100/night x 3 nights x 4 people x 6 trips)	\$ 7,200
		Meals	(\$50/day x 3 days x 4 people x 6 trips)	\$ 3,600
		Ground Transportation	(\$50/trip x 4 people x 6 trips)	\$ 1,200
			TOTAL	<u>\$25,440</u>

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 - Pentium III Processor	(\$2,500 x 2)	\$5,000
1 - Building Security System	(\$6,960 x 1)	\$6,960
3 - Metal Detector Wands	(\$250 x 3)	\$ 750

The computers will be used by the Project Director and Site Supervisor to record participant information, compose case notes and reports, and manage information on supervised visitation and safe exchange services. The building security system will be installed at the project site to ensure participant and staff safety. The metal detector wands will be used by the security staff and the site supervisor to inspect participants for weapons before they visit with or drop off children.

TOTAL      \$12,710

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the

basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$55/mo x 24 mo)	\$1,320
Postage	(\$25/mo x 24 mo)	\$ 600
Training Materials		
- Parenting Class	(\$4/set x 100 sets)	\$ 400
Children's Books	(\$5 x 80 books)	\$ 400
Parenting Books	(\$20 x 15 books)	\$ 300
Snacks	(\$400/yr x 2 years)	\$ 800
Games, stuff animals, art supplies toys, and activities	Best Estimate	\$ 461

TOTAL \$4,281

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the Site Supervisor and Project Director to conduct parenting classes for individuals who voluntarily participate in the program. The children's books will be available to family members for use during visits. The parenting books will be available to parents while they are at the center. Snacks will be made available to children who are visiting for more than one hour. One time purchase of games, toys, art supplies to be used by children that are waiting for parents.

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$250/day x 6 days)	\$ 1,500
John Doe	Personal Safety Trainer	(\$250/day x 6 days)	\$ 1,500
Security Guards	(2 guards @ \$13.00 per hour x 40 hrs per month x 24 months)		\$24,960

Licensed psychologist, specializing in domestic violence and child abuse cases, will supervise "therapeutic visits," as needed. In addition, the psychologist will provide case

consultation to center staff on a bi-weekly basis.

\$50 per hour x 3hrs per week x 104 weeks	\$15,600
\$50 per hour x 2hrs per biweekly x 52 weeks	\$ 5,200
Subtotal	<u>\$48,760</u>

Jane Doe, Domestic Violence Trainer, will be hired to assist with the education of new center staff, volunteers, local domestic violence advocates, court representatives, and law enforcement officers collaborating with the center. The training sessions will be held three times per year. John Doe, Personal Safety Trainer, will be hired to teach center staff and volunteers techniques for protecting themselves against physical assault and general safety tips. These training sessions will also be held three times per year. Independent security guards will be hired to support the center staff during visitation hours only.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$500 x 6 trips	\$3,000
Hotel and Meals		(\$100/day x 12 days)	\$1,200
Mileage		(\$.34/mile x 25 miles x 6)	\$ 51
		Subtotal	<u>\$4,251</u>

Jane Doe is expected to make up to six trips to provide training and technical assistance to the project. She will have an additional day included for travel purposes. John Doe is a local trainer, and will travel to and from the center using his own vehicle. He is expected to make six trips to the center or designated training site.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
24hour security monitoring with fire/police/panic alarm system	(\$60 x 24)	\$1,440

Subtotal \$1,440

TOTAL \$54,451

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the

computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
		TOTAL <u>\$ 4,200</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

No indirect cost is requested.

TOTAL \$0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$195,000</u>
B. Fringe Benefits	<u>\$ 53,918</u>
C. Travel	<u>\$ 25,440</u>
D. Equipment	<u>\$ 12,710</u>
E. Supplies	<u>\$ 4,281</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 54,451</u>
H. Other	<u>\$ 4,200</u>
Total Direct Costs	<u>\$350,000</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$350,000</u>
Federal Request	<u>\$350,000</u>
Non-Federal Amount	<u>\$ NA</u>

---

## Appendix D

---

### Sample Certification of Non-Supplanting Letter

# ***SAMPLE***

[Applicant Letterhead]

[date]

Diane M. Stuart  
Director  
Office on Violence Against Women  
810 7th Street, NW  
Washington, DC 20531

Dear Ms. Stuart:

**[Applicant] certifies that any funds awarded through the Safe Havens: Supervised Visitation and Safe Exchange Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.**

Sincerely,

[Applicant's Authorizing Official]

---

## Appendix E

---

### Sample Letter of intent

**[Applicant Letterhead]**

**[date]**

**Diane M. Stuart, Director  
Office on Violence Against Women  
810 7th Street, NW  
Washington, DC 20531**

**Dear Ms. Stuart:**

**This letter serves to notify the Office on Violence Against Women that *[Applicant]* intends to submit an application for funding to the Safe Havens: Supervised Visitation and Safe Exchange Grant Program for Fiscal Year 2005.**

**Sincerely,**

**[Applicant's Authorizing Official]**